

D. CRAFTS AND TRADES (NA) JOB-GRADING GUIDES

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DoD NAF CRAFTS AND TRADES
JOB-GRADING GUIDE
AIRCRAFT EQUIPMENT REPAIR INSPECTOR NA-8852-0

EXCLUSION:

Any position in which the work primarily involves the maintenance and repair of aircraft, with only associated and incidental examination of aircraft to certify airworthiness. Positions such as these shall be classified through application of OPM Job-Grading Standards for Aircraft Mechanic, NA-8852-0 (see OPM "PCS," reference (h)).

OCCUPATIONAL INFORMATION:

Maintenance, repair and inspection work within NAF activities spans a variety of types of aircraft, ranging in complexity from single- and dual-engine aircraft to helicopters. The inspection work performed requires similar skills and knowledge for all types of aircraft, although some are considered to be mechanically more complex than others. The knowledges required include specific inspection procedures outlined by the Federal Aviation Administration (FAA) relating to airframes, surfaces (sheet metal and fabric), engines, hydraulic systems, control mechanisms, and operating equipment. Inspectors use a variety of techniques to check tightness of connections, fit of parts and to perform operational tests. They use handtools, as well as more specialized measuring devices (such as torque wrenches, gauges, micrometers, and calipers) to ensure that there are no defects and that specified tolerances are met. After completion of inspection, the employee signs certification to approve aircraft or records reasons for rejection.

CLASSIFICATION CRITERIA:

Inspections are performed at varying intervals, including 25 hours, 50 hours, and 100 hours. In order to perform these inspections, the incumbent must possess, at a minimum, an Airframe and Power Plant Mechanics License. In addition, in order to perform mandatory annual inspections, the incumbent must also possess an Inspection Authorization issued by the FAA.

Although this guide defines only one grade level, if it is found that a position substantially exceeds the criteria outlined (that is, authority to perform annual inspections on a variety of aircraft (10-15 different models) and with a large number (30-35)), consideration may be given to the crediting of an additional grade level. However, any action taken on this basis shall be documented and attached to the job description.

In almost all cases, and at aero clubs, Aircraft Inspectors also perform either limited maintenance and repair on activity aircraft (major repairs are contracted out) or as Journeymen Aircraft Mechanics. The performance of this work usually will not enhance or detract from the grade level assigned inspector positions. However, when evaluating these positions careful consideration shall be given to assure that a significant portion of time is spent in the performance of

AIRCRAFT EQUIPMENT REPAIR INSPECTOR NA-8852-0: (cent'd)

inspection work. Any position that involves occasional inspection duties may be more properly classified by use of the OPM Job-Grading Standards for Aircraft Mechanics (see OPM "PCS," reference (h)) rather than through the use of this standard.

AIRCRAFT EQUIPMENT REPAIR INSPECTOR NA-8852-11:

COMPLEXITY OF INSPECTION WORK:

The work performed on single-engine, dual-engine, and rotary-wing aircraft consists of inspecting a number of interrelated, interconnecting systems, surfaces, and components with precise tolerances and rigid specifications. For example, when inspecting the aircraft engine section, inspectors must check for visual evidence of oil, fuel, or hydraulic leaks; studs and nuts for improper torquing; cylinder compression; landing gear for fluid level, wear, distortion, and leakage; propeller for cracks and oil leakage; bolts for improper torquing; and control mechanisms for improper operation.

COMPLEXITY OF GUIDANCE MATERIALS:

Guidance material is complicated, requiring some interpretation in individual "situations". All inspectors must keep abreast of a large number of FAA regulations, aircraft specifications, and service letters guidance material, which is usually applicable; however, due to the large amount of material, judgment is required in applying the proper regulation or specification to each individual situation.

COMPLEXITY OF EQUIPMENT USED:

The inspection equipment used ranges in complexity from standard handtools to a number of precision instruments and gauges such as cylinder compression tester, torque wrench, volt meter, micrometers, timing light, and fabric tester. Judgment is required concerning proximity to tolerances and fit of interrelated parts and components.

RESPONSIBILITY:

The supervisor provides general guidance in the form of broad objectives and expected results, deadlines, and other administrative matters. The inspector receives little or no technical guidance in the performance of assigned tasks, and, except for FAA review, the incumbent is totally responsible for all technical aspects of his work. However, through telephone conversations, some technical assistance is available from the FAA and aircraft and parts manufacturers.

The FAA is the only source of review of completed work. This review is accomplished through occasional, unannounced, spot-checks of inspection work. The inspector usually works independently on assignments and is solely responsible for certifying airworthiness of aircraft. Instructions and guides are readily available, although complicated, they are specific to the needs of the inspector and rarely require modification in their application.

AIRCRAFT EQUIPMENT REPAIR INSPECTOR NA-8852-11: (cent'd)

PHYSICAL EFFORT:

The inspector frequently works with parts that are in hard-to-reach places. This requires him to stand, stoop, bend, stretch, and work in tiring and uncomfortable positions.

WORKING CONDITIONS:

Most of the work is done inside, where it is drafty and noisy and where fumes from aircraft are usually present. The inspector must stand on hard surfaces for long periods of time. There are times when he must crawl under aircraft and inspect while on hard, usually damp surfaces. He is occasionally called upon to work outside, sometimes in bad weather. Dirt, dust, and grease are frequently present. Vehicle fluids such as battery acids and hydraulic fluids cause burns or irritate the skin. There is frequent exposure to the possibility of cuts, bruises, shocks, burns, and strains.

DoD NAF CRAFTS AND TRADES
JOB-GRADING GUIDE
BOWLING FACILITY MAINTENANCE WORKER NA-3502-3

DUTIES AND RESPONSIBILITIES:

Using hand and industrial cleaning equipment and tools, the employee performs the following duties:

- Sands, scrapes and conditions bowling lane surfaces; cleans floors and walls; and may also wax floors.

- Assists in cleaning stoppages in plumbing; and replaces washers in faucets.

- Replaces burned-out fuses and light bulbs; and assists in the replacement of electrical fixtures.

- Makes minor corrective adjustments to bowling alley machinery as necessary and performs periodic preventive maintenance on automatic handling equipment, such as vacuuming ball cleaning machines and cleaning turn-around pans, ball elevators, and cross conveyors on pinsetters.

- Sweeps, dusts, and cleans bowling alley; collects and removes trash; and maintains all areas in a clean and orderly fashion.

- Maintains stock levels; and records on spare parts for automatic pinsetter and mechanical equipment.

- Advises bowling facility management of unusual maintenance problems.

PHYSICAL EFFORT:

Stands, walks, bends and lifts light- and medium-weight objects.

WORKING CONDITIONS:

Works indoors in area adequately heated and lighted. Exposed to dust, dirt, paint fumes. Possibility of cuts and bruises.

NOTE : Other jobs that contain similar basic duties that significantly exceed or fall short of those cited above shall be appropriately classified above or below this established NA-3 grade level with the rationale for the grade selected documented and attached to the position description.

DoD CRAFTS AND TRADES
JOB-GRADING GUIDE
BICYCLE REPAIRER NA-4844-5

DUTIES AND RESPONSIBILITIES:

- Assembles new bicycles and accessories for sale or display within an **installa-**
tion retail outlet.
- Repairs and services items such as bicycles, tricycles, and strollers, using
hands tools. These repairs and services may include installing, repairing and
replacing equipment or accessories such as handle bars, stands, lights and
seats; disassembling axle to replace coaster brakes and to replace and adjust
defective parts; and tightening and loosening spokes to align wheels.
- Assists in initiating requests for new or replacement parts.
- Assists in the conduct of periodic stock counts to determine department
requirements . Advises supervisor of out-of-stock or depleted-stock conditions,
damaged or defective merchandise, customer requests or complaints, and sus-
pected shoplifting.
- Assists customers in the selection of new bicycles and accessories.
- Performs general housekeeping tasks to ensure proper standard of appearance,
cleanliness, and safety of assigned work area.

PHYSICAL EFFORT:

Stands, walks, bends, and lifts light- and medium-weight objects.

WORKING CONDITIONS:

Works inside in adequately lighted and heated area. Exposed to possible cuts
and bruises in the use of hand-tools.

NOTE : Other jobs that contain similar basic duties that significantly exceed
or fall short of those cited above shall be appropriately classified above or
below this established NA-5 grade level with the rationale for the grade
selected documented and attached to the position description.

DoD NAF CRAFTS AND TRADES
JOB-GRADING GUIDE
COBBLER NA-3103-7

DUTIES AND RESPONSIBILITIES:

- Inspects damaged or worn shoes and other leather goods to determine extent of repair necessary.
- Repairs or replaces damaged parts using hand tools, such as knife, hammer, lasting tool, prying tool, and tack puller.
- Operates stitching machine or stitches by hand to repair broken or missed stitches and to replace parts.
- Relasts shoes to remove defects such as wrinkles from outer parts, bunching of inner parts, and crooked seams.
- Aligns and cements parts such as edges, bindings, heels, and upper of shoes by hand.
- May alter shoes by building and inserting heel and sole wedges, metatarsal pads, and leather/sponge/rubber arches.
- Cleans and polishes leather items prior to return to customer.
- Prepares identification tags and attaches to articles to ensure customers receive correct items upon repair.
- Advises and sells minor articles such as shoelaces and shoe polish to customer. May be responsible for cash register operation.

PHYSICAL EFFORT:

Frequently works in standing position and handles lightweight objects.

WORKING CONDITIONS:

Work is performed inside in adequately lighted and heated areas. Employee is subject to possible cuts and bruises in using **handtools**.

NOTE : Other jobs that contain similar basic duties that significantly exceed or fall short of those cited above shall be appropriately classified above or below this established NA-7 grade level with the rationale for the grade selected documented and attached to the position description.

DoD NAF CRAFTS AND TRADES
JOB-GRADING GUIDE
DECKHAND/SAILOR NA-3507-2

DUTIES AND RESPONSIBILITIES:

Incumbent, as assigned, independently performs the following duties:

-Handles lines and cables when anchoring or getting underway, and ties various types' of knots and splices lines to secure cargo, boats, and deck equipment.

'Assists in hoisting and lowering boats, in making up cargo nets and fenders, and in performing other marlinspike seamanship.

-Operates deck winches to hoist or lower cargo and boats and works with ground tackle, block and tackle gear, and rigging equipment.

-May give instructions to passengers on the use of lifesaving equipment and instructions on what is required in case of emergency.

-May receive and transmit radio messages from boat to shore.

PHYSICAL EFFORT:

Stands, walks, and handles light- and medium-weight objects.

WORKING CONDITIONS:

Works outside, exposed to all types of weather and to the possibility of cuts, bruises, burns, and chapped hands.

NOTE : Other jobs that contain similar basic duties that significantly exceed or fall short of those cited above shall be appropriately classified above or below this established NA-2 grade level with the rationale for the grade selected documented and attached to the position description.

DoD NAF CRAFTS AND TRADES
JOB-GRADING GUIDE
ELECTROMOTIVE EQUIPMENT MECHANIC (GOLF CART) NA-5876-6

DUTIES AND RESPONSIBILITIES:

Incumbent, under general supervision, performs the following duties:

- Inspects, repairs, and replaces batteries, motors, solenoids, tires, steering devices, wires, bearings, charging units, canopies, upholstery, and other working parts on battery-operated electric golf carts.

- Makes general repairs to mechanically operated braking assemblies, steering assemblies, and drive gears.

- Charges batteries and maintains proper water level in batteries.

- Uses electrical test equipment, such as voltmeters or multimeters to check circuit continuity.

- Uses a variety of socket wrenches and other mechanic's handtools in performing mechanical assembly and disassembly.

- May advise supervisor of bench stock level and any special parts required.

- May perform incidental cleaning and painting tasks, such as using hand-brush to paint the inside of the battery compartment with acid-resisting paint, and painting the outside of motor armatures.

PHYSICAL EFFORT:

Stands, bends, and works in tiring and uncomfortable positions. Lifts medium- and heavy-weight objects.

WORKING CONDITIONS:

Works indoors and is exposed to grease, dirt and battery acid. Exposed to possibility of cuts, bruises, and electric shocks.

NOTE : Other jobs that contain similar basic duties that significantly exceed or fall short of those cited above shall be appropriately classified above or below this established NA-6 grade level with the rationale for the grade selected documented and attached to the position description.

DoD NAF CRAFTS AND TRADES
JOB-GRADING GUIDE
ELECTRONICS MECHANIC (TELEVISION AND SOUND EQUIPMENT) NA-2614-9

SKILL AND KNOWLEDGE:

Tasks are performed on single-level complex electronic equipment (equipment usually designed to accomplish single functions such as transmitting and receiving), radios, tape recorders, televisions and public address systems. The Electronic Mechanic must possess a working knowledge of operating electronic principles and must be familiar with the functional application of blueprints, schematics, and diagrams in order to determine what steps must be taken to overhaul, maintain or repair electronic equipment. The incumbent is skilled in the use of common test equipment and measuring devices, including multimeters, audio signal generators, tube testers, oscilloscopes, ammeters, and **voltmeters**. Electronics Mechanics must also be familiar with operating electronic elements, such as alternating and direct current, vacuum tubes, and **signal behavior**.

DUTIES AND RESPONSIBILITIES:

Electronics Mechanics at this level independently determine the requirements for servicing of equipment, including the nature of the trouble and extent of repairs required on relatively complex, limited function, electronic equipment. With little or no supervision, incumbents determine work methods, sequence, and use of tools and test equipment and perform **followup** test to assure that equipment is functioning properly. Incumbents also may be required to estimate costs of repairs.

PHYSICAL EFFORT:

Work performed involves standing, climbing and bending, occasionally in awkward positions. The incumbent continuously handles equipment weighing from 10 to 40 lbs .

WORKING CONDITIONS:

Work is usually performed inside adequately heated, lighted and ventilated areas. Work is occasionally performed outside but usually under good weather conditions . The incumbent is exposed to cuts, **bruises**, and burns from soldering irons and **electrical** shocks.

TITLES :

Jobs covered by this guide below the NA-9 level shall be titled Electronics Worker.

Jobs covered by this guide at the NA-9 level and above shall be titled Electronics Mechanic (Television and Sound Equipment).

NOTE : Other jobs that contain similar basic duties that significantly exceed or fall short of those cited above shall be appropriately classified above or below this established **NA-9 grade level with the rationale** for the grade selected documented and attached to the position description.

DoD NAF CRAFTS AND TRADES
JOB-GRADING GUIDE
ENGRAVER (HAND) NA-3816-4

DUTIES AND RESPONSIBILITIES:

- Hand-inscribes lettering, signatures, monograms, and designs in silverware, goldware, and steel (and alloys), such as cups, plates, and plaques, and in jewelry, such as pins, bracelets, rings, and watches, using hand and machine tools of the trade.
- Sketches original designs requiring artistic skill or follows sketch provided. Advises customers on effective types of engraving.
- Shaves jewelry to produce bright surface and cut lines.
- May operate drill press to make openings for rivets.

PHYSICAL EFFORT:

Sits while working.

WORKING CONDITIONS:

Works indoors in adequately lighted, heated, and ventilated area. Subject to possible cuts in using handtools.

NOTE : Other jobs that contain similar basic duties that significantly exceed or fall short of those cited above shall be appropriately classified above or below this established NA-4 grade level with the rationale for the grade selected documented and attached to the position description.

DoD NAF CRAFTS AND TRADES
JOB-GRADING GUIDE
LABORER (BAGGER) NA-3502-1

DUTIES AND RESPONSIBILITIES:

-As customer's purchases are checked out by cashiers, Bagger places produce, meats, and other grocery items in bags. Assures that items are placed in appropriate type bags and in such a manner as to preclude damage, breakage, and odor or taste contamination.

-Places bags in carts to take them to customer's vehicle and places them where directed. Places bags upright in such a position as to avoid damage to contents. For customers making large purchases, more than one cart may be required; therefore, the grocery bagger may have to push and pull carts to the customer's vehicle. Individual bags of groceries may weigh as much as 25 to 30 pounds.

-Returns shopping carts to designated storage area and arranges them properly.

-Maintains appearance of area outside the checkout counters and in the parking lot by picking up paper and other debris.

-Replenishes sacks and other expendable items used for sacking of produce, meats, frozen foods, and other grocery items.

CONTROL OVER WORK:

Works under immediate supervision of the Grocery Bagger Foreman (Head Bagger) or his designated representative, who makes assignments and provides instructions pertinent to work accomplishment and bagging procedures. Reviews or spot-checks work in progress and provides guidance as needed. Discusses and advises on any problem encountered.

PHYSICAL EFFORT:

Requires light to moderate lifting of bags of groceries with weight up to 30 pounds and sustained walking and standing. Pushes and pulls carts of groceries from store to customer's vehicle.

WORKING CONDITIONS:

The work is performed inside and outside, under varying weather conditions. Danger of slipping on wet and icy surfaces in the performance of carry-out duties. Baggers must have integrity and be courteous to maintain good customer relations. Subject to irregular hours of work.

DoD NAF CRAFTS AND TRADES
JOB-GRADING GUIDE
MARINE EQUIPMENT REPAIRER/MECHANIC NA-5352-0

MARINE EQUIPMENT REPAIRER NA-5352-8

DUTIES AND RESPONSIBILITIES:

- Performs minor repair of outboard motors, such as timing and adjusting engines to operating tolerances and replacing parts when required.
- Assists a journeyman-level mechanic in the performance of complete overhaul of inboard and outboard motors.
- Assists the journeymen-level mechanic in the diagnosis of malfunctions of outboard motors to determine the source of trouble and the extent of repairs required.
- Instructs patrons in all phases of safety regulations concerning use of boats and motors.
- May collect fees for rental of equipment, prepare daily cash reports, and deposit funds.

PHYSICAL EFFORT:

Frequent bending, lifting, and working in awkward positions.

WORKING CONDITIONS:

Work is performed inside and outside, and is usually dirty and greasy. Exhaust fumes may be present, and the employee is frequently exposed to the possibility of cuts and bruises.

MARINE EQUIPMENT MECHANIC NA-5352-10:

DUTIES AND RESPONSIBILITIES:

- Diagnoses malfunctions of inboard and outboard motors to determine the source of trouble and the extent of repairs required, including electrical systems, geared units, and components.
- Determines supplies and parts needed for repairs of motors.
- According to manufacturer's manuals, tears down, adjusts, repairs, reassembles, and runs operational checks on equipment.
- Times and adjusts engines to operating tolerances, using specialized testing equipment, such as compression testers, analyzers, test benches, and specialized measuring instruments.
- Instructs patrons in all phases of safety regulations concerning use of boats and motors.
- May collect fees for rental of equipment, prepare daily cash reports, and deposit funds.

PHYSICAL EFFORT:

Frequent bending, lifting, and working in awkward positions.

WORKING CONDITIONS:

Work is performed inside and outside, and is usually dirty and greasy. Exhaust fumes may be present, and the employee is frequently exposed to the possibility of cuts and bruises.

TITLES :

Jobs covered by this guide below the NA-10 level shall be titled Marine Equipment Repairer.

Jobs covered by this guide at the NA-10 level and above shall be titled Marine Equipment Mechanic.

DoD NAF CRAFTS AND TRADES
JOB-GRADING GUIDE
MERCHANDISE MARKER NA-6914-1

DUTIES AND RESPONSIBILITIES:

-Unpacks the merchandise and sorts, stacks, or arranges it according to stock number, price, or size to facilitate the marking process.

-Follows written or oral instructions pertaining to items, such as prices, sizes, and stock codes, to be marked. Sets the print on the ticket printing machine in accordance with instructions and prints the required number of tickets for each group or type of merchandise to be marked.

-Affixes the tickets to merchandise by pressing the ticket to the box, carton, or package. Machines of simple design may be used to attach other types of printed tickets.

-After the marking process is completed, repacks the merchandise for storage or shipment. May move and stack merchandise in assigned locations within the warehouse, depot, or stock room when further storage is required.

Additional duties include participating in inventories and maintaining work area in a clean and orderly manner.

Instructions received are explicit and directly applicable to the work situation.

PHYSICAL EFFORT:

Stands, walks, and handles light- and medium-weight objects.

WORKING CONDITIONS:

Works indoors. Is exposed to drafts, noise, dust, and dirt. May have to stand for long periods on concrete floors.

DoD NAF CRAFTS AND TRADES
JOB-GRADING GUIDE
MOBILE **EQUIPMENT** SERVICER (SERVICE STATION ATTENDANT) NA-5806-2

DUTIES AND RESPONSIBILITIES:

Monitors operation of self-service gasoline station equipped with electrically controlled pumps. Resets pumps following purchase. Keeps pump island area clean of debris. Assists in maintenance of other station areas and restrooms. Upon request, may clean windshields and check oil level. Assists customers in the operation of gasoline pumps, as necessary.

Accepts cash or appropriate credit cards and makes necessary change. Responsible for change fund and monies received.

The work operation of a self-service station does not normally permit close, continuing supervision.

PHYSICAL EFFORT:

Frequently stands, walks, and handles lightweight objects.

WORKING CONDITIONS:

Works outside, in all weather conditions.

NOTE : Occasional performance of such tasks as checking air pressure in tires, adding water to batteries or radiators, removing and replacing windshield wiper blades, does not warrant classification at a higher level unless performed as regular, recurring duties.

Work performed in a fully automated self-service station in which attendants are not physically present at the pump island and most of the servicing is remote controlled is properly classified as Cashier Checker, PS-2091-2. OPM Job-Grading Standards (see OPM "PCS," reference (h)) provide for allocation at grades other than that described above.

DoD NAF CRAFTS AND TRADES
JOB-GRADING GUIDE
OFFSET PLATE MAKER NA-4416-0

OFFSET PLATE MAKER NA-4416-5:

DUTIES AND RESPONSIBILITIES:

These beginning-level positions are suited for individuals who have some experience in the trade, but who are not fully experienced in all phases of plate making.

At this level, the employee

- performs counteretching process; scrubs plate with a weak acid solution and flushes with water.

- performs sensitizing process; operates whirling machine, ascertains the proportion of solution to be used by consulting prepared charts, and pours sensitizer upon plate as it whirls in tank.

- performs plate-burning process; places negatives and plates in vacuum glass top frame, adjusts carbon lamp, and sets electrically operated time exposure device to expose plate to the rays of the lamp.

- performs inking process; applies ink evenly to surface of plate after it has been burned and rubs down to a smooth surface.

- performs developing-out process; removes surplus sensitizer and ink from plate's surface and decides during process whether imperfections appear.

- performs plate etching process; uses a weak acid solution to remove surplus sensitizer and ink and recognizes correct distribution of sensitizer and ink.

- performs gumming process; applies a thin coat of arabic solution to plate surface to prevent oxidation.

- cleans and retouches masters to effect "clean" type and art matter.

PHYSICAL EFFORT:

Frequently works in standing position and handles lightweight objects.

WORKING CONDITIONS:

Works indoors in an area adequately heated and lighted. Worker is exposed to chemical fumes, and there is a possibility of chemical burns. Work is usually dirty.

OFFSET PLATE MAKER NA-4416-6:

DUTIES AND RESPONSIBILITIES:

These are the journeyman-level positions of incumbents who have extensive experience in the trade and are considered fully qualified and experienced in all phases of plate making.

The following duties are typical, but not all-inclusive, of positions in this standard:

- Determines the kind and type of plate to be made; the process to be used; and the exposure time, alignment, how the plate will be run on the press, and registration of the negatives and mask on plates for multicolor runs.

- Makes deep-etch plates, chemical blueprints on various media, and similar plates, involving setting in corrections and multiple exposures of the same.

- Uses graduates, beakers, and stirrers in mixing chemical solutions.

- Counteretches plates, using an acid solution to remove oxidation and other foreign matter; desensitizes plate if necessary; coats plate applying a light sensitive colloid, determines speed of whirler, thickness of coating, evenness of distribution, and method of drying; and sets up and operates whirler.

- Aligns and attaches negative or negatives to plate, mounts plate on vacuum frame; turns on vacuum to bring negative and plate into perfect contact; and exposes the sensitive plate to artificial light capable of producing the necessary intensity.

- Applies ink evenly to surface of plate; washes plate with water and an etch to remove unhardened portions of coating together with overlaying ink; and makes any corrections to plate, such as retouching broken lines or missing portions and polishing or honing out inked nonprinting areas.

- Instructs lower-grade Plate Makers in the techniques and practices of producing offset lithographic plates.

- Makes enlargements and reductions working in dimensional percentages.

PHYSICAL EFFORT:

Frequently works in standing position and handles lightweight objects.

WORKING CONDITIONS:

Works indoors in an area adequately heated and lighted. Worker is exposed to chemical fumes, and there is a possibility of chemical burns. Work is usually dirty.

DoD NAF CRAFTS AND TRADES
JOB-GRADING GUIDE
OFFSET PRESS OPERATOR NA-4417-0

OFFSET PRESS OPERATOR NA-4417-6:

DUTIES AND RESPONSIBILITIES:

Duties of these positions represent the entrance level of work. Specific work instructions are usually received from a higher-grade Offset Press Operator.

At this level, the employee

- works with an Offset Press Operator of higher grade, observes the sequence of steps involved when mounting plate upon the press, padding plate, and blanket; makes adjustments to feed paper into press, and ensures a supply of ink and water is applied to the appropriate rollers. Notes those characteristics that determine serviceability of plate, blanket, and other press components.

- watches running presses after setup has been made, observing for malfunctioning of any of the automatic devices, making certain that there is sufficient stock on feed stack and reproduced items are being stacked properly, and removing finished work as needed. Notifies supervisor or shuts off press to prevent damage to machinery or waste of stock when unusual noises or malfunctioning occurs.

- shuts off press after runs to remove traces of previous run, oiling or greasing the various fittings according to instructions of supervisor or manufacturer's operating instructions for the press.

- prepares various **inks** from formulas or specific instructions of supervisors. Holds tools or parts for supervisor during repair or maintenance operations.

PHYSICAL EFFORT:

Walks and stands while working.

WORKING CONDITIONS:

Works indoors in an adequately lighted and heated area. Worker is subject to possible cuts and bruises.

OFFSET PRESS OPERATOR NA-4417-7:

DUTIES AND RESPONSIBILITIES:

Duties of these positions involve the make-ready, adjustment, and press operation on single-color or multicolor offset press equipment.

At this level, the employee

- based upon work assignments received in the form of oral directions from supervisor or work orders listing job specifications, prepares single-color or multicolor offset presses for production runs.

OFFSET PRESS OPERATOR NA-4417-7: (cent'd)

-depending upon the type and size of material to be reproduced and based upon required folding or repeat runs for color reproduction, prepares presses for operation. Sets up, adjusts, and coordinates the operation of feeder and delivery mechanisms, adjusting air flow, guides, and tapes, so there will be uninterrupted flow of stock through the press.

-inspects plate for imperfections after removal of protective gum; cleans with acid solution; mounts plate on the plate cylinder; adjusts and backs it up; and sets hold-down or clamp adjustments as required. Observes condition of blanket and rolls for wear or imperfections; sets pressures so reproduction will be precise, clear, and uniform.

-considering color tone specified, evaluates the amount of ink, dryers, varnishes, and waxes to compound for work order or for successive color runs. Fills ink fountains; adjusts the ink and water fountain flow controls, momentarily starting the press to distribute these over roller surfaces.

-makes adjustments and runs trial sheets through to observe the "lay," uniformity of impression, tone of color, registration, and other elements of lithographic quality. When trial sheet has been approved, starts press on production run, keeping surveillance over it to detect mechanical or chemical malfunctions in order that adjustments may be made to ensure consistent results. Repeats setup for other plates in which imposition is required. Makes adjustments so that registration will be precise and the desired color tone will be attained.

-may replace wornout or broken parts on the press or its attachments; may oil and grease various fittings as prescribed by the press manufacturer.

PHYSICAL EFFORT:

Walks and stands while working.

WORKING CONDITIONS:

Works indoors in an adequately lighted and heated area. Worker is exposed to the possibility of cuts and bruises.

OFFSET PRESS OPERATOR NA-4417-8:

DUTIES AND RESPONSIBILITIES:

Positions at this grade level include Offset Press Operators engaged in the make-ready, adjustment, and operation of large, two-color offset presses.

At this level, the employee

-working from general oral instructions or from work order specifications, determines the type set-up or procedures to utilize for the purpose of reproducing material on two-color lithographic presses with automatic attachments of various types.

OFFSET PRESS OPERATOR NA-4417-8: (cent'd)

-makes ready two section presses; fills ink wells and adjusts the flow rate of water and ink for each section so that the operation of both may be adjusted until there is synchronization between the two sections and the pickup, delivery, and folding devices attached to the press. Installs the plates; inspects the various rollers and blankets; sets the pressures upon the rolls; sets the flow rate of water and ink; and builds up the plate and blankets to uniformity.

-in view of the critical tolerances required for multicolor and multicolor half-tone reproduction, makes certain that the adjustments as to pressures and flow rates of ink and chemicals are made in consideration of the dual nature of the press.

-keeps surveillance over the press after production runs have started to detect possible chemical or mechanical malfunctioning that would result in damage to the press or stock wastage. May repair presses, replacing worn or broken parts and setting the press back into synchronization. Periodically greases and oils various fittings as prescribed by manufacturer's specifications.

-gives instructions to lower grade level employees with respect to techniques and procedures utilized to obtain quality lithographic reproductions.

PHYSICAL EFFORT:

Walks and stands while working.

WORKING CONDITIONS:

Works indoors and in an adequately lighted and heated area. Worker is exposed to the possibility of cuts and bruises.

DoD NAF CRAFTS AND TRADES
JOB-GRADING GUIDE
POOL TABLE REPAIRER NA-3106-5

DUTIES AND RESPONSIBILITIES:

- Assembles, dismantles, repairs, and maintains pool tables and accessories.
- Removes and replaces worn or damaged parts such as cushions, pockets, cloth covering, or table top using handtools and materials such as felt cloth, slate cement, tacks, hammers, wrenches, staple guns, needles, and thread.
- Refinishes or replaces woodwork on pool tables to include items such as legs, frames, and mouldings.
- Sets up and levels pool tables; replaces damaged or missing leveling screws.
- May repair cue tips and ball racks.
- Orders required parts and material to complete repairs.
- Performs general housekeeping tasks to ensure proper standard of appearance, cleanliness, and safety of assigned work area.

PHYSICAL EFFORT:

Stands, stoops, bends, stretches, and works in tiring and uncomfortable positions. Handles **medium-** and heavyweight objects.

WORKING CONDITIONS:

Works inside an adequately lighted and heated area. Exposed to possible cuts and bruises in using handtools.

NOTE : Other jobs that contain similar basic duties that significantly exceed or fall short of those cited above shall be appropriately classified above or below this established NA-5 grade level with the rationale for the grade selected documented and attached to the position description.

DoD NAF CRAFTS AND TRADES
JOB-GRADING GUIDE
SHOE CLEANER AND POLISHER' NA-7601-1

DUTIES AND RESPONSIBILITIES:

-Cleans and polishes footwear for customers by removing surface dirt and by removing grime and old polish or wax from footwear; applies coating of colored or neutral liquid or paste polish or wax; and polishes with brushes and cloths. Applies liquid dressing to fabric areas of footwear to restore appearance of cloth. Coats edges of sole and heel with sole dressing. Dyes or tints footwear.

-Performs valet service associated with barber shop activities, such as brushing lint and hair from patrons' clothing, and assists customers with coats. Sweeps, mops, waxes, and polishes floors as required to maintain satisfactory sanitation standards in a barber shop. Requests replenishment of shoe care supplies, as required, and maintains supplies and equipment in clean, orderly manner.

PHYSICAL EFFORT:

Stands or bends continuously while working.

WORKING CONDITIONS:

Works in an adequately lighted and heated area. Exposed to slippery floors and various types of shoe polish.

DoD NAF CRAFTS AND TRADES
JOB-GRADING GUIDE
SKATE REPAIRER NA-4801-6

DUTIES AND RESPONSIBILITIES:

- Assembles new roller skates and accessories.
- Repairs and maintains roller skates by disassembling skates and cleaning, lubricating, adjusting and replacing bearings, trucks, wheels, axles, and other worn or damaged parts using small handtools and equipment.
- Installs, repairs and replaces parts and accessories such as toe stops, toe scuff retainers, and laces.
- Ensures that adequate replacement stock levels are maintained; requisitions parts and supplies; and maintains an inventory record of parts, accessories and tools .
- Performs general housekeeping tasks to ensure proper standard of appearance, cleanliness , and safety of designated work area.

PHYSICAL EFFORT:

Stands, bends, and lifts lightweight objects.

WORKING CONDITIONS:

Works inside an adequately lighted and heated area. Exposed to possible cuts and bruises in using handtools.

NOTE : Other jobs that contain similar basic duties that significantly exceed or fall short of those cited above shall be appropriately classified above or below this established NA-6 grade level with the rationale for the grade selected documented and attached to the position description.

DoD NAF CRAFTS AND TRADES
JOB-GRADING GUIDE,
SLOT MACHINE MECHANIC NA-4801-9

DUTIES AND RESPONSIBILITIES:

- Disassembles slot machines, inspects, and, on own initiative, determines the type and extent of repairs needed. Replaces worn or faulty parts such as anti-pilferage meters and devices, coin receivers, and operating linkages. Modifies cabinets and installs electronic metering systems and jackpot signaling devices in accordance with manufacturer's specifications and schematics.
- Assists in preparation of gameroom for coin harvest, unjamming of machines, and performing minor repairs to machines in gameroom.
- Performs required tests to determine that machine is properly assembled to meet prescribed tolerances as established by higher authority.
- Maintains machinery history records and signs for all completed work, parts used, and tests conducted on each machine.
- Conducts various methods of slot machine repair and training for new employees.
- Assists in inventories and moving of associated slot machine equipment, such as cabinets and benches
- Assists in maintenance and cleanliness of assigned work spaces.

RESPONSIBILITY:

Supervisor assigns work orally. The employee determines type and extent of repairs needed and completes repairs with little or no checking during progress or upon completion; signs for all completed work, parts used, and tests conducted; utilizes manufacturer's manuals and specifications in work performance; ensures that machines are maintained within payout tolerances established by higher authority and overall required standards.

PHYSICAL EFFORT:

Works on location or in slot machine repair shop. Stands, stoops, bends, and is required to lift parts and heavy equipment.

WORKING CONDITIONS

Work is performed inside.. Dirt, dust, and grease may be present. Exposed to, possibility of cuts, bruises, shocks, burns, and strains.

NOTE : Other jobs that contain similar basic duties that significantly exceed or fall short of those cited above shall be appropriately classified above or below this established NA-9 grade level with the rationale for the grade selected documented and attached to the position description.

DoD NAF CRAFTS AND TRADES
JOB-GRADING GUIDE.
SMALL APPLIANCE REPAIRER NA-4855-7

DUTIES AND RESPONSIBILITIES:

-Identifies defective or malfunctioning parts of small, portable appliances by visual inspection and by referring to manufacturers checklists or defect symbols marked on appliances. Disassembles appliance to remove defective parts, using power screwdrivers, soldering iron, and handtools. Installs new parts and reassembles appliance.

-Records nature of repair in service log.

-Maintains stock of common replacement parts.

-Determines repair requirements by connecting appliance to power source and observing readings on voltmeters or current testers or by examining parts for defects while disassembling.

-Files or bends parts to remove burrs and improve alignment and fit.

-Holds appliance against buffing and polishing wheel to remove scratches from metal surfaces.

-Touches up paint defects using brush or spray gun.

-May receive payment, operate cash register, make change, and be responsible for a change fund.

PHYSICAL EFFORT:

Handles lightweight objects.

WORKING CONDITIONS:

Works indoors, in an adequately lighted and heated area. Employee is subject to possible cuts, burns, and electrical shock.

NOTE : Other jobs that contain similar basic duties that significantly exceed or fall short of those cited above shall be appropriately classified above or below this established NA-7 grade level with the rationale for the grade selected documented and attached to the position description.

DoD NAF CRAFTS AND TRADES
JOB-GRADING GUIDE
VENDING MACHINE ATTENDANT NA-4801-4

DUTIES AND RESPONSIBILITIES:

Vending Machine Attendants receive vending items from food and retail facilities or from their immediate supervisors and deliver items to vending machines concerned. They remove aged food or other merchandise from machines, as required by established procedures; replenish merchandise; and make appropriate notations on required documents. Locked money boxes are turned in to the supervisor or designated cashier.

Vending machines are inspected frequently to ensure that machines are adequately stocked, in good working order, and are maintained in a sanitary condition. Attendants monitor brands and sale prices to ensure compliance with contract terms when vending services are provided on a contract basis. Notify supervisor of any discrepancies observed. Accompany concessionaires to make spot-checks of collections .

Machines are checked by inserting coins to determine whether items are being dispensed properly and correct change is being returned. After testing, products obtained are placed back into the machines. Attendants clean interior and exterior of machines using appropriate cleaning solutions and clean areas adjacent to the machine, including snack tables.

Machines are visually spot-checked to determine whether any units are out of order. The repairman or immediate supervisor is contacted and an "out-of-order" sign is placed on malfunctioning machines.

Incumbents may assist in the preparation of vending items, such as sandwiches, jello, and salads, may replenish vending areas with items such as napkins, condiments, and paper cup lids, and open crates/cartons/boxes; keep stockroom area in clean and orderly condition; and adhere to sanitary, safety, and security procedures.

PHYSICAL EFFORT:

Frequently stands, walks, and handles light- to medium-weight objects.

WORKING CONDITIONS:

Work is performed inside and outside, under varying weather conditions.

NOTE : Other jobs that contain similar basic duties that significantly exceed or fall short of those cited above shall be appropriately classified above or below this established NA-4 grade level with the rationale for the grade selected documented and attached to the position description.

DoD NAF CRAFTS AND TRADES
JOB-GRADING GUIDE
VENDING MACHINE REPAIRER/MECHANIC NA-4820-0

VENDING MACHINE REPAIRER NA-4820-5:

DUTIES AND RESPONSIBILITIES:

In the capacity of a "HELPER,"

-assists higher-grade Vending Machine Repairer/Mechanic in the maintenance and repair of vending machines. Assists by handing or holding tools or materials. May assist by performing such work as disassembling and cleaning equipment, and, under the close supervision of a higher-grade employee, reassemble equipment.

-may drive a truck to haul materials and equipment to and from work areas. Cleans work and vending repair shop areas.

PHYSICAL EFFORT:

Active climbing, bending, lifting, and working in awkward positions.

WORKING CONDITIONS:

Most work is performed inside. Incumbent is occasionally called upon to perform repairs outside, sometimes in bad weather. Dirt, dust, and grease may be present. There may be exposure to the possibility of cuts, bruises, shocks, burns, and strains.

VENDING MACHINE REPAIRER NA-4820-8:

SKILLS AND KNOWLEDGE:

Must have a knowledge of where and how a variety of component parts, accessories, and parts of systems such as wires and printed circuits, liquid pumps and tubing are installed. Must have the ability to determine when parts should be cleaned and reinstalled or replaced with standard parts. Incumbent must have the skill needed to repair and replace parts and to make synchronizing adjustments and settings, such as setting liquid dispensing mix according to established specifications. Work at this level also requires skill in the use of common handtools (for example, wrenches, pliers, soldering iron, square, level and screwdrivers) and a small variety of test equipment (for example, voltage meters, amp meters, circuit testers, pressure and dial gauges.)

DUTIES AND RESPONSIBILITIES:

Supervisor assigns work orally or through work orders. Incumbent selects tools, decides on the method and techniques to use, and carries out assignments independently. Obtains standard parts such as tubing, coin changers, and electrical wiring by looking up replacement information in parts manuals or by making comparisons with samples. Also, ensures that adjustments and settings, such as

VENDING MACHINE REPAIRER NA-4820-8: (cent'd)

voltage regulator setting and circuit testers, meet established requirements by checking and following the specifications called for in repair and manufacturers' manuals. Higher-grade mechanic or supervisor gives advice on unusual problems. The higher-grade mechanic or supervisor also checks to see that completed work meets requirements.

PHYSICAL EFFORT:

Works on location or at the shop. Stands, stoops, bends, stretches, and works in tiring and uncomfortable positions. May lift parts and heavy equipment.

WORKING CONDITIONS:

Most work is performed inside. Occasionally, performs repairs outside, sometimes in bad weather. Dirt, dust, and grease may be present. Exposed to possibility of cuts, bruises, shocks, burns, and strains.

VENDING MACHINE MECHANIC NA-4820-10:

SKILLS AND KNOWLEDGE:

Must have knowledge of the makeup, operation, and installation of all vending machine components, assemblies, and systems, including refrigeration and electrical systems. Must have the ability to determine when and how far major components should be torn down, what parts and mechanisms can be reworked and refitted or should be replaced with new parts, and the types and extent of adjustment and alignment required. Must have the skill needed to remove and tear down major components and assemblies, such as compressors, liquid pumps, and coin-changing verifiers, and to rebuild, adjust, reinstall, align, and mesh such components and assemblies. Must have skill in the use of a wide variety of refrigeration and electrical test equipment (for example, test stands, compression gauges, special dial gauges, voltage meters, amp meters, and test cables.)

DUTIES AND RESPONSIBILITIES:

The supervisor assigns work orally or through work orders. The mechanic determines the type and extent of repair needed, and completes repairs independently. In rebuilding major components and assemblies, such as air compressors, ice makers and carbonation systems, the mechanic obtains and follows clearance and fitting specifications found in repair and manufacturers' manuals. Completes alignments and adjustments of the various components and assemblies according to specifications (for example, adjustments to timing apparatus in the machine and alignments between the dispensing release and the coin-chargers). The supervisor ensures that overall work meets accepted trade standards.

PHYSICAL EFFORT:

Works on location or at the shop. Stands, stoops, bends, stretches, and works in tiring and uncomfortable positions. May lift parts and heavy equipment.

VENDING MACHINE MECHANIC NA-4820-10 : (cent'd)

WORKING CONDITIONS:

Most work is performed inside. Occasionally, performs repairs outside, sometimes in bad weather. Dirt, dust, and grease may be present. Is exposed to possibility of cuts, bruises, shocks, burns, and strains.

TITLES :

Jobs covered by this guide below the NA-10 level shall be titled Vending Machine Repairer.

Jobs covered by this guide at the NA-10 level and above shall be titled Vending Machine Mechanic.

DoD NAF CRAFTS AND TRADES
JOB-GRADING GUIDE
WAITER NA-7420-O

WAITER NA-7420-1:

DUTIES AND RESPONSIBILITIES:

Performs food and beverage service functions, together with related house-keeping activities as follows:

-Consults posted master menu and from this information decides which place settings will be required. Secures clean linen and appropriate glassware and silverware, depending on the particular menu, food, and beverages to be served. Readies assigned groups of tables for food and beverages, assuring that dishes, glasses, and silverware meet required cleanliness standards and that linens and condiment containers are spotless. Prepares side tables with glasses, stirrers, and cocktail napkins, silverware, bowls of ice, and other extras that may be required during the meal or serving of beverages. Works according to rigid time schedule, secures carts of food from pantry or kitchen, obtains requested beverages from bar, and places the various items on tables for the purpose of providing service as needed. Refills food and beverage containers and performs emergency cleanup services.

-Cleans tables and prepares them for new guests. May mop, wax, and buff floor in assigned area. May perform other related cleaning duties as time permits, such as washing dining/bar/lounge windows and cleaning entryways.

-May perform janitorial, dishwashing, or other duties in an emergency.

PHYSICAL EFFORT:

Constant stooping, standing, bending, and walking. Moderate lifting.

WORKING CONDITIONS:

Danger of minor burns from warming ovens, hot liquids, glassware, and food containers. Danger of slipping on wet, soapy, or highly polished floors.

WAITER NA-7420-2:

DUTIES AND RESPONSIBILITIES:

-Performs beverage service functions in a bar or lounge area.

-Asks patrons what beverages are desired and writes the order on a guest check. Describes or suggests cocktails, highballs, wines, or other beverages upon request.

-Gives order to the bartender. Receives and places beverages on a small tray and serves patrons. Adds fruit or decorations to cocktails as required. Observes when patrons leave and cleans tables. Returns used glassware to bar. Maintains clean work area.

WAITER NA-7420-2: (cont'd)

-Collects payment from patrons and settles account with the bartender or cashier.

-May dispense bottled beverages, confections, and tobacco or serve any other item upon request.

PHYSICAL EFFORT:

Constant stooping, standing, bending, walking, and light lifting.

WORKING CONDITIONS:

Danger of cuts from glassware. Danger of slipping on wet, soapy, or highly polished floors.

NOTE : The OPM Job-Grading Standard for Waiter-NA-7420-3 (see OPM "PCS," reference (h)) is to be applied when appropriate.

DoD NAF CRAFTS AND TRADES
JOB-GRADING GUIDE
WATCH REPAIRER NA-3309-9

DUTIES AND RESPONSIBILITIES:

-With minimum supervision, adjusts, repairs, cleans, and replaces worn or damaged parts on a variety of makes, types, and models of watches and time-recording instruments, including electronic or electric watches, calendar, automatic, digital, regular, stop watches and chronometers.

-Using various tools, such as watchmakers' handtools, jewelers' lathe, micro meter, calipers, and vernier gauge, disassembles time piece, examines to determine extent of repair, adjusts or replaces worn or broken parts, and may be required to manufacture unavailable replacement parts, such as pivots, wheels, staffs, plates, or pinions. Cleans parts by brushing, immersing in solvents, or using ultrasonic cleaning equipment. Reassembles timepiece, tests for accuracy using electronic diagnostic machine, and, if necessary, many time or regulate instrument as well as perform tests for magnetism.

-May perform a number of administrative duties in support of the operation of the watch repair shop, including assisting in inventories, preparing records of work performed, completing required reports, and preparing bank deposits.

PHYSICAL EFFORT

Walks, stands, bends, and exerts little physical effort. May be exposed to eye strain.

WORKING CONDITIONS:

Works inside, with adequate lighting, heating and air conditioning.

NOTE : Other jobs that contain similar basic duties that significantly exceed or fall short of those cited above shall be appropriately classified above or below this established NA-9 grade level with the rationale for the grade selected documented and attached to the position description.